

SUBJECT: (Optional)

National Civil Service League Award - John H. Waller

FROM

Chief, Benefits & Services Division
5E56, Hdqrs.

EXTENSION

NO.

DATE

22 February 1980

STATOTHR

TO: (Officer designation, room number, and building)

DATE

RECEIVED

FORWARDED

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

1. Director of Public
Affairs
1F06, Hdqrs.

Mr. Waller - recipient.

2.

Please let me know if I can
provide further information
or help with the publicizing
of this award.

3.

I would appreciate being kept
posted. Thanks.

4.

5.

6.

7.

8.

9.

10.

11.

12.

13.

14.

15.

Sent copy of 13 February letter.
14 February letter. Memo to DCI
asking him to sign forwarding
letter. Forwarding letter.
Nomination (statement and summary).

STATINTL

Excel in
Eighty

31 Feb 80

RE-WALLER

STATINTL



1. Please make copies of nomination and attached memoranda - route to Mr. Heta, Public Affairs - for his information.
2. Check file for lost winners.
Did we
 - ~~no~~ - issue Employee Bulletin
 - ~~no~~ - Director's notes
 - ~~no~~ - use posters
 - take any other action
 - yes - press release from OPA
 - when Mr. Blake won we had to submit photos - but after we'd been notified he'd won.